



**Owlsmoor
Primary School**

Applicant Information Pack:
Teaching Assistant

Closing date: 9am 21st November 2025

Applications can be made
by completing the application form

To apply please email completed forms to
ops@owlsmoorprimary.com
Tel. 01344 776642



Teaching Assistant

Are you passionate about supporting young learners and making a real difference every day?

Grade 2, Sp 3 Actual salary Pro rata £17,721.22 FTE £25,524.00 | Full Time 30hrs 08.45am-3.15pm | Term time only including inset days | Fixed Term contract | Start date: 5th January 2025 (or ASAP)

Do you thrive in a warm, welcoming environment where every child is known, valued, and supported to reach their full potential?

We are looking for a **dedicated Teaching Assistant** to join our Early Years Unit. Under the guidance of our teachers, you will support young learners to build their confidence and develop a thirst for learning.

This is a chance to be part of a nurturing community where relationships matter and every day brings new opportunities to inspire and be inspired.

If you are looking to bring your classroom experience to a school that truly values its staff, we'd love to hear from you.

We offer:

- A supportive, inclusive school community
- A calm, focused environment where achieving excellence is at the heart of all we do
- Strong relationships between staff, pupils, and families
- A Headteacher who prioritises staff well-being
- The opportunity to be part of a well-respected local MAT – The Circle Trust.

As Teaching Assistant you will:

- Be patient, enthusiastic, and committed to helping children thrive
- A team player who brings positivity and initiative to the classroom
- Have an NVQ2 in supporting teaching and learning or equivalent qualifications or experience
- Share a genuine passion for education.

To apply

Please contact ops@owlsmoorprimary.com tel. 01344 776642
Applications can be made via the [application form](#) on our school website,

Closing date: 9am 21st November 2025 | **Interview date:** 27th November 2025

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.

Our school

At Owlsmoor Primary School we have a vision:

Where achieving excellence is at the heart of everything we do.
Where children are eager to learn and are supported to reach their full potential. Where every individual is recognised for who they are and who they can be, with no limits to their aspirations.

The Owlsmoor curriculum, true to our children and locality, will excite and inspire every single child, enabling them to develop a thirst for learning and curiosity within safe learning spaces. Where they are confident to make mistakes in an environment where children can be children.

Where the whole school community supports and includes all members and helps them to grow. Owlsmoor Primary School is recognised as a hub of excellence which has a thriving relationship with its community and is the school of choice.

Where children are fully prepared for the next step of their learning journey to become independent global citizens and make a positive contribution to the world.



Our values

Respect – Kind – Determined – Safe – Inclusive

Key Information

Type of School	Academy
Planned Admission Number (PAN)	90
NoR	489
Ofsted	Good



Job description

Salary	Grade 2, Sp 3 Actual salary Pro rata £17,721.22 FTE £25,524.00 per annum	Reporting to	Class Teacher
Contract	Full Time 30hrs 08.45am-3.15pm Term time only including inset days Fixed Term contract	Start Date	5th January 2025 (or ASAP)

Job purpose

To work in partnership and under the direction of teachers to support high-quality teaching and learning. To provide targeted support to individuals and small groups of pupils, fostering progress in academic, social, and emotional development. Teaching Assistants contribute to inclusive practice, help deliver engaging learning opportunities, and play an active role in creating a positive school environment where all pupils can flourish.

Duties and responsibilities

Supporting Learning and Teaching

- Implement planned learning activities and teaching programmes under the direction of the teacher, adapting tasks in response to pupil needs.
- Participate in planning, review, and evaluation of learning activities with the teacher, contributing observations and feedback on pupil progress.
- Provide constructive feedback to pupils on their learning and behaviour, in line with school policy.
- Support the effective use of resources, ensuring learning spaces are organised, stimulating, and safe.
- Promote pupils' independence, resilience, and inclusion in all aspects of school life.

Supporting Pupils

- Encourage and support pupils' social, emotional, and personal development, reporting concerns to the teacher as appropriate.
- Assist in the development, delivery, and review of personalised support plans, such as Individual Education Plans (IEPs).
- Support pupils in developing self-regulation, independence, and positive relationships.
- Provide assistance with personal care, eating, dressing, and hygiene where required, promoting dignity and independence.
- Contribute to the supervision and wellbeing of pupils during breaks, on educational visits, and in out-of-school activities.

Supporting the School

- Support the teacher in monitoring, assessing, and recording pupil progress.
- Contribute to displays, classroom organisation, and the management of teaching materials.
- Support the use of ICT and digital tools to enhance learning.
- Work collaboratively with colleagues, volunteers, and external professionals to promote effective practice and positive outcomes.
- Uphold and actively promote the school's safeguarding, equality, and inclusion policies.
- Take part in staff meetings, training, and the school's performance management framework.
- Undertake exam invigilation and administrative tasks where required.

Scope of the role (budgetary/resource control/impact

The postholder will be responsible for managing and organising classroom resources and supporting the safe, effective operation of the learning environment. They will play a key role in safeguarding and ensuring the welfare of all pupils, adhering to statutory requirements and school policies.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.



Personal specification

Qualifications and training

	Criteria	Essential	Desirable
1.	Good literacy/numeracy skills	✓	
2.	NVQ2 in Supporting Teaching and Learning or equivalent qualifications or experience	✓	
3.	First aid training		✓

Professional knowledge, skills, abilities and understanding

	Criteria	Essential	Desirable
4.	Experience of working with or caring for children in an Early Years educational setting	✓	
5.	Knowledge of Phonics	✓	
6.	Understanding of child development, learning processes, and the national curriculum	✓	
7.	Knowledge of relevant policies and legislation including safeguarding	✓	
8.	Ability to relate well to children and adults, with strong communication and interpersonal skills	✓	
9.	Able to support pupils' personal social and emotional needs with sensitivity	✓	
10.	Ability to work effectively as part of a team, following direction while using initiative	✓	
11.	Able to use ICT to support learning and complete school administrative tasks	✓	
12.	Ability to prepare and present learning resources, displays and classroom materials	✓	
13.	Makaton		✓
14.	Experience of working with or caring for children with communication and Language barriers		✓

Work-related personal requirements

	Criteria	Essential	Desirable
15.	Commitment to equality, diversity and inclusion	✓	
16.	Flexibility, resilience and a positive approach to supporting learning	✓	
17.	Commitment to professional growth including identifying training needs and engaging in CPD	✓	
18.	Suitability to work with children	✓	



19.	Able to identify own training needs and actively seek learning opportunities and participate in training and development activities.	✓	
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About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounded area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.

[An introduction to The Circle Trust](#)

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.

Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.

Our values are our cultural north star
they drive our behaviour and decision making.



The highest educational outcomes
for every learner is paramount



Preserving the unique identity and
ethos of all partner schools is
essential



To be anything but utterly
inclusive is non-negotiable



Being self-reflective is essential in
encouraging innovation, our Trust is
always driven to improve further



What we say is what we do, we
recognise talent, foster expertise,
believe well-being for all is
fundamental



Our Trust promotes collaborating
with others and being outward
looking

Our schools

We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained. We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account.

As a trust we are rooted in this approach and our ambition is clear; to improve the educational outcomes for children and young people. We don't want to change schools; we want to help them progress.



Badgemore Primary School



Emmbrook Infant School



Emmbrook Junior School



The Hawthorns Primary School



Hartland Primary School



Nine Mile Ride Primary School



Owlsmoor Primary School



Shinfield Infant and Nursery School



St Crispin's School



The Emmbrook School



Wescott Infant School



Westende Junior School



Our name

In the early days, we spent hours debating our name! We chose “The Circle Trust” as it symbolically reflects our approach and ethos. It is a name that is deliberately neutral, without association to a specific school. One of our core values is inclusivity, and we wanted our name to encapsulate that. We include any type of school or phase and appreciate the importance of treating every school as unique.

Our support

Our Trust provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives.

At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (nursery—18 years), we are able to provide school improvement advice and strategy based on consistent and fluent approaches to education provision.



To find out more:

Please visit [The Circle Trust](#) website and [Family Circle guide](#).

If you would like to arrange a meeting, please get in contact via the school office.

We'd love to have a cuppa with you!



The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS, checks on references and an online search.

Application form

Please complete [The Circle Trust application form](#). This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.

References

We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.

Equal opportunities monitoring form

We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.

Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified.

The completion of this [equal opportunities monitoring form](#) is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.

Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.

Application closing date

The closing date for applications is 9am 21st November 2025. Applications can be made via the [application form](#) on our school website. Please send your application to ops@owlsmoorprimary.com - tel. 01344 776642

Applications will be acknowledged by email on the next school day.

Shortlisting

Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.

Interview Dates

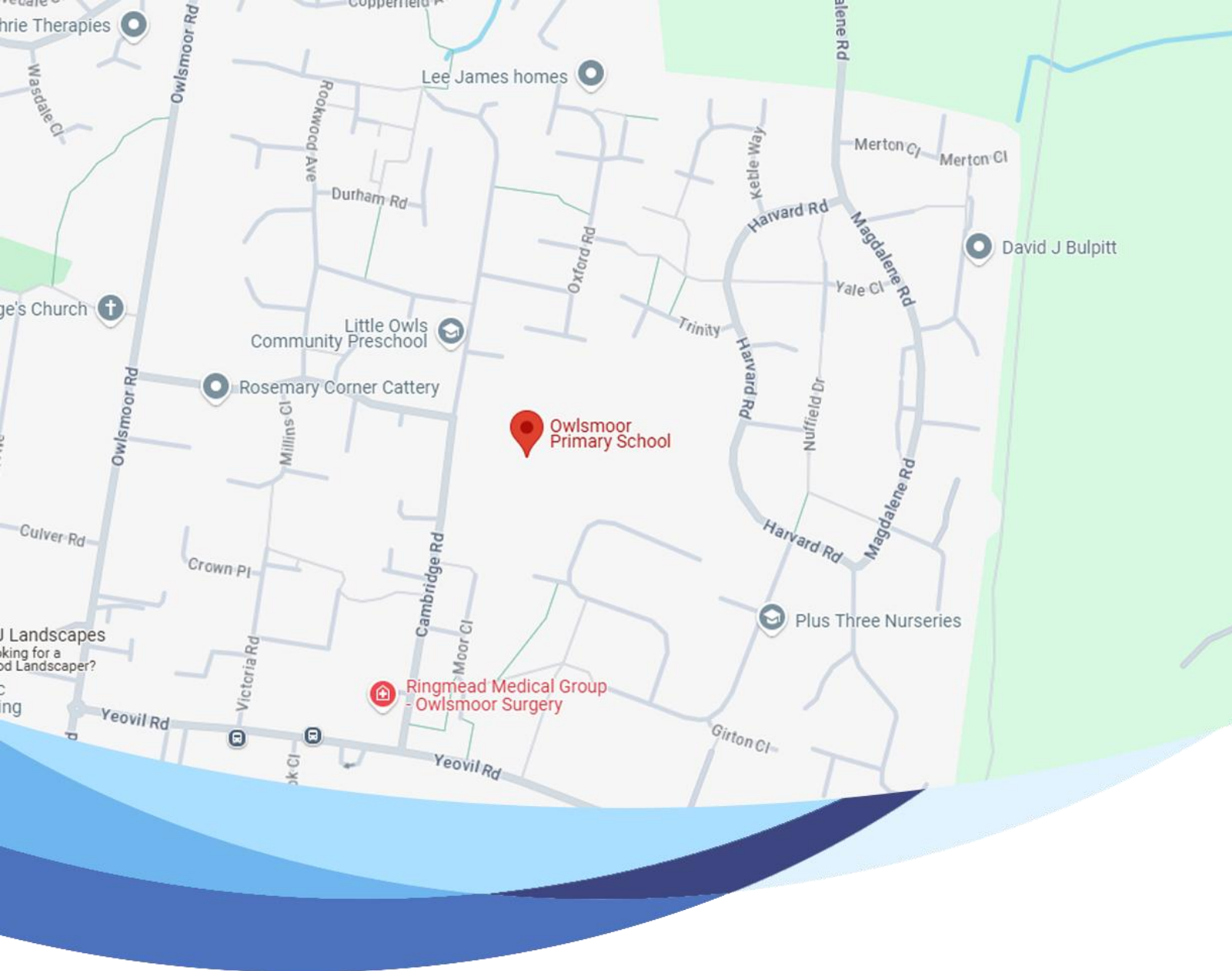
27th November 2025

Checks

If you attend an interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be



emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email

How we use your data

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact the school office.



**Owlsmoor
Primary School**



Owlsmoor Primary School,
Cambridge Road
Owlsmoor
Sandhurst
Berkshire
GU47 0TA

tel: 01344 776642

web: owlsmoorprimary.com



Owlsmoor Primary School is an academy and part of The Circle Trust. The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at www.thecircletrust.co.uk.